

SIoux LOOKOUT PUBLIC LIBRARY BOARD MINUTES

PRESENTED on December 19, 2017

Date: November 28, 2017

Present: **Members:** J. Dawes, J. Klein, R. Labossiere, L. Martin, A. Saltel
 CEO/Chief Librarian: M. Laverty
 Assistant/Children’s Librarian: A. Wassink
 Guest(s): None

Regrets: **Members:** J. Baum and S. Forbes

Meeting Chaired by: J. Klein and called to order at 5:40 p.m.

Motion #52-17

Moved by L. Martin, seconded by A. Saltel that the agenda of the November 28, 2017 meeting be approved.

CARRIED.

Conflict of interest: None

PRESENTATION:

None

MINUTES:

Motion #53-17

Moved by A. Saltel, seconded by L. Martin that the minutes of the October 3, 2017 and October 24, 2017 meetings be approved as amended.

BUSINESS ARISING FROM THE MINUTES:

No actions required.

CORRESPONDENCE:

Nothing to report.

BUSINESS ARISING FROM CORRESPONDENCE:

None

FINANCIAL REPORT:

The Statement of Disbursements for the month of October was reviewed.

Motion #54-17

Moved by L. Martin, seconded by A. Saltel that the Statement of Disbursements for the month of October 2017 in the amount of \$56,146.88 be approved.

BUSINESS ARISING FROM FINANCIAL REPORTS:

No actions required.

COMMITTEE REPORTS:

1. Finance/Personnel Committee

Nothing to report.

2. Fundraising/Advocacy Committee

Nothing to report.

3. Policy/Planning Committee

L. Martin reports that an email went out to the committee to discuss **Policies C04 – Salaries and C07 – Job Descriptions** and that she attended a meeting with the CEO to discuss these policies and **Policy B01 – Operating Hours**.

CEO's REPORT:

The CEO's report was received.

BUSINESS ARISING FROM THE CEO's REPORT:

Board directs M. Lavery to contact Brian MacKinnon and book his presentation for the January 2018 meeting.

OLD BUSINESS:

1. 2017 Community Survey Results. M. Lavery verified that board members had received and reviewed the results of the community survey.

NEW BUSINESS:

1. Signing authority for Assistant/Children's Librarian.

Discussion deferred to the December meeting as signing authority cannot be granted to the Assistant/Children's Librarian unless **Policy A02 – Constitution and By-Laws** is revised.

2. Christmas gifts for staff.

Motion #55-17

Moved by L. Martin, seconded by A. Saltel that the Sioux Lookout Public Library Board approves that the CEO/Chief Librarian will purchase six (6) Christmas gift cards at a cost of \$50.00 each for full-time and part-time staff members and five (5) cards at a cost of \$25 for student pages and casual staff members. Costs not to exceed \$425.00.

CARRIED.

3. Review of **Policies C04 – Salaries and C07 – Job Descriptions**

Discussion of these policies deferred until December board meeting—after all board members have had the opportunity to review.

4. Review of Policy B01 – Hours of Operation.

Motion #56-17

Moved by J. Dawes, seconded by A. Saltel that the Sioux Lookout Public Library Board approves the changes made to **Policy B01 – Hours of Operation**.

CARRIED.

5. Strategic Planning.

M. Lavery presented a model agenda for mapping out the strategic planning process. Board discussed project timelines and made several recommendations for how to proceed.

Board directs M. Lavery to contact staff at Ontario Library Service North to inquire about how much support the board can receive for strategic planning.

Board directs M. Lavery and A. Wassink to conduct surveys of community organizations in January 2018.

CIRCULATION REPORTS/CMR STATS:

Circulation and Internet use statistics were distributed and reviewed.

DATE AND TIME OF NEXT MEETING:

The next meeting of the Sioux Lookout Public Library Board will be Tuesday, December 19, 2017 at 5:30 p.m. in the Community Media Room of the library.

Motion #57-17

Moved by J. Dawes, seconded by L. Martin that we do now adjourn at 8:30 p.m.

CARRIED.

.....Chairperson

.....Secretary/Treasurer

Signed copy on file.

